

Exam Candidate Information and Instructions

General Information

Welcome to the Maine EMS Practical Exam. This exam has been designed to evaluate your ability to perform selected skills based upon the training you received in your Emergency Medical Services (EMS) training program.

The people who will be involved in today's exam are:

1. **The Exam Administrator** The Exam Administrator is a representative of the Maine EMS system, whose job it is to ensure that the practical exam runs smoothly and in accordance with Maine EMS standards for practical exams. The Exam Administrator is the person with whom you will speak should you have any question(s) about the exam process or about your performance at any of the skill stations.
2. **The Rotation Board Coordinator** The Rotation Board Coordinator is the person who controls the flow of candidates to and from skill stations. It is important for you to pay close attention to the announcements of the Rotation Board Coordinator as he or she calls out station assignments. **The Examiner** The Examiner is part of a group of EMS professionals that will be evaluating your performance at the skill stations. Each station has one Examiner who will welcome you to the station, explain the skill station requirements and expectations, show you the equipment you have available, and evaluate your performance in accordance with the Maine EMS Skill Sheets. The Examiner is there only to evaluate your performance. He or she is not there to coach, intimidate, or unfairly evaluate you. Should you have a concern about an examiner, a station, or how you have been treated or evaluated, do not discuss your concerns with the Examiner. Rather, complete the station, return your skill sheet to the Rotation Board Coordinator and ask to speak to the Exam Administrator.
3. **The Programmed Patient** The programmed patient provides the opportunity for the candidate to assess, treat and interact with to a live human being in selected skill stations. Programmed patients are assigned to stations such as Patient Assessment and Spinal Immobilization in order to allow examiners to evaluate the candidates interaction with a live "patient" and to allow feedback from the programmed patient to the examiner regarding the skills or mock treatments that the candidate performed on the programmed patient. As with examiners, should you have a concern about a programmed patient, discuss your concern with the exam administrator, not examiner or programmed patient.

Exam Process

1. Exam candidates must stay in the examination area. If you are unavailable at the time your name or candidate number is called, then the next available candidate will take your place. You'll then be at the end-of-the-line and will have to wait until your name or number is called again

If you need to leave the exam area for any reason, please be sure to let the Rotation Board Coordinator know when you leave and when you return.

2. No weapons or drugs (including alcohol) of any kind are allowed on the practical exam site.
3. Smoking is allowed only in a designated smoking area.
4. If you wish to drink a beverage, please make sure it is in a spill proof container. Please clean up any spills that may occur and ensure that trash is placed in a proper receptacle.
5. No food, beverage or tobacco products are allowed in the skills stations.
6. Partners for the stations requiring two participants will be determined on a random basis by the Exam Administrator.
7. All stations will have the equipment needed for that station and we encourage you to take a few minutes at each station to familiarize yourself with the equipment. If there is equipment you have never used before, let the examiner know this and take a few minutes to become comfortable with its use.
8. You may bring your own equipment, subject to the approval of the Exam Administrator. Please make sure any equipment that you bring is clearly marked with your name.
9. Skill sheets or other reference material will not be allowed into the skills testing station.
10. While you are waiting to be assigned to a station, please talk quietly. The exam site is a large area and with many candidates talking it is difficult to hear instructions or for other students to quietly think and prepare for the next station.
11. If you arrive at a skill station and discover that the examiner is your student, EMS instructor, EMS service member or relative, or that you otherwise have a close relationship with the examiner, please return to the Rotation Board Coordinator's desk and notify him or her of the situation. The Rotation Board Coordinator will

either assign you to a different station or confer with the Exam Administrator to determine if a conflict exists.

12. You may be assigned a number, which will be your number to identify you throughout the exam. Please write this number down or memorize it so you'll be able to acknowledge your number when it is called by the Rotation Board Coordinator or requested by an examiner at a skill station.
13. This is a time for you to demonstrate your skill knowledge, not be taught new material. The examiners will be following established guidelines and will not coach, or teach new information.
14. Do not argue with the examiners or programmed patients. If you disagree with your results from a station, discuss your concerns with the Exam Administrator.
15. Once you have completed a skill station, return immediately to the Rotation Board Coordinator's desk to hand in your examination skill sheet. Stopping to review the skill sheet or to talk to another candidate delays the exam process and adds to everyone's stress level. Returning immediately from a station helps to keep things running smoothly for all.

Failed Stations and Retest Policy

1. If you fail a station, return immediately to the Rotation Board Coordinator's desk for information and instructions.
2. You may be allowed to retake a failed station only after you have successfully completed all the other stations and if time and availability of the examiners permit.
3. Make sure you feel you are capable of retesting the failed station. If you don't feel you are prepared, you may retest the failed station at another exam at a later date.
4. Failure of two stations constitutes failure of the practical exam. Once two stations have been failed, a candidate will not be allowed to continue to test in any of the other stations of the practical exam.
5. The Exam Administrator will explain the process for rescheduling to take a practical exam at another time.
6. The Exam Administrator has the final authority on the results of the exam. Any questions must be presented to the Exam Administrator.

Congratulations on becoming a candidate for the Maine EMS practical exam!

Examiner Information

Thank you for helping with the Maine EMS practical exam. You have been chosen because of your honesty, your EMS knowledge and your ability to consistently evaluate EMS exam candidates in the skills contained within the practical exam.

General Information

1. Please be sure to complete the payment roster; making sure all of your information is correct, so that the State can pay you quickly. If you have not tested before or if you are unsure if the State of Maine has a current vendor form (e.g. correct name, address, etc.) on file for you, please be sure to fill out a vendor form and give it to the Exam Administrator.
2. Although we do ask that you wear a simple nametag at the exam, please do not come to the exam dressed in any type of uniform. The presence of a uniform or rank insignias may be intimidating to an exam candidate.
3. Ensure that any beverages that you take with you to the exam station are in spill proof containers. Gum or food should not be allowed at any station where equipment could be ruined.
4. ***Safety is your first priority in testing. If a candidate, programmed patient or yourself is not safe, immediately stop the exam and correct the situation.***
5. Be sure to have all the necessary equipment at your station before the exam starts. Prominently display the equipment and ensure that candidates have a few minutes to examine the equipment and become familiar with it.
6. This is not a teaching situation - the candidates must be evaluated, not coached. Do not attempt to teach them new techniques or show them "a better way" to do the skill on which they are being evaluated. They may be easily confused if an examiner doesn't stick with the standard information.
7. You'll need to fill out a new skill sheet for each candidate, making sure you have their name, test number (if used) and time the candidate starts and finishes the station.
8. Introduce yourself and explain the expectations to the candidate. Each candidate may bring his/her own equipment to the station, subject to the approval of the Exam Administrator. Candidates may not have notes or other reference material at the station at the station. Each candidate must receive the same instructions.
9. Focus your attention completely on the candidate's performance, making sure you are not distracted. Because it is difficult to remain focused when you are doing a station multiple times, take a brief stand up and stretch break to increase your ability to

focus. If there are distractions that interfere with your evaluation of a candidate, let the Exam Administrator know so that the situation may be corrected.

10. If you need a break, coordinate it with the Exam Administrator. Try to keep breaks to a minimum to ensure continuity of the test.
11. If a candidate makes a mistake and recognizes the error, allow them to make a correction. If a mistake is detrimental to patient care, your judgment will be necessary to determine if the candidate should fail the station. When in doubt, consult with the Exam Administrator to determine the appropriate course of action.
12. You are there to evaluate the performance of a candidate at your station. Do not discuss the candidate's performance with the candidate at any time before, during or after the examination. If the candidate has questions about the evaluation, refer the candidate to the Exam Administrator.
13. Do not test a candidate with whom you have a close relationship, whether it be as a squad member, relative, close friend or instructor. If such a candidate comes to your station, explain the situation and send them back to the Exam Administrator.
14. Please be sure to mark the skill sheets appropriately and place your score, pass or fail, at the bottom of the sheet. If the candidate took more time than appropriate, mark that on the sheet as well. You must sign the sheet to make it valid.
15. The scenario must be read verbatim to the candidate - standardization is a critical part of the exam. We need to ensure that each candidate has an equal chance to complete the skills requested of him or her.
16. A candidate may retake one station, if he fails more than one station the entire exam must be retaken at a later date. One station may be retaken during the original test if time allows and if there are enough testers. This decision will be made by the Administrator. You may not retest a candidate you have failed.
17. When you are finished examining, check with the Exam Administrator to make sure there are no retests pending.
18. When you have been notified by the Exam Administrator that your station is no longer needed, please pick up all your equipment and take it back to the storage room. Please remove all signs from the walls and return them to the storage area.
19. The station area must clean when you leave. Pick up any trash, cans or bottles and dispose of them accordingly and make sure that chairs and tables are returned to their original position.

20. Always remember to try and make the examination process as stress-free as possible. Your professional attitude and demeanor as an examiner will greatly contribute to the success of the exam.

Thank You for your willingness to participate as a Maine EMS examiner!